Timeline / Checklist

- ○ Confirm your date
- ○ Select your package
- ○ Select your add-ons
- ○ Choose your guest list
- ○ Event coordinator provides estimate
- ○ When estimate is approved pay your 30% deposit
  (via debit, credit, e-transfer, cash)
- ○ Sign contract
- ○ Choose your invitation design **D**
- ○ Send out invites
  (including entree selections and dietary restrictions)
- ○ Submit meal selections
- ○ Submit late night snack selections **D**

- ○ Review decor options and make selections
- ○ Provide head count of wedding party for flowers **G** **D**
- ○ Submit colour scheme and theme to event coordinator
- ○ Select wedding favours **D**
- ○ Provide list of any outside rentals, decor etc
  to event coordinator
- ○ Provide contact information of DJ and Photographer
- ○ Submit cheese wheel cake selections **D**
- ○ Decide on floor plan
- ○ Submit seating chart with entree selection and dietary
  restrictions to event coordinator
- ○ Submit the drink selections
- ○ Submit event timeline
- ○ Final head count provided 2 weeks before event
  and final invoice amount confirmed

Notes

Option available for this package only   **S** Silver   **G** Gold   **D** Diamond